

Virginia Voluntary Protection Program (VPP) Self Assessment

Self-Assessment Checklist

The items listed below will help you determine your eligibility for the Virginia Voluntary Protection Program (VPP). Check each item that you currently have or would be willing to implement. If you are able to check every item, or could within a few months, you may be ready to apply for participation in the VPP.

Injury and Illness Rates

- ☐ Your three-year average Total Case Incident Rate (TCIR) and Days Away, Restricted or Transferred (DART) rates must be below the rate published by the Bureau of Labor Statistics for your SIC code for at least one of the three most recently published years.

TCIR and DART rates are calculated as using the formula $(N/EH) \times 200,000$ where:

N = number of recordable injuries and illnesses in one year

EH = total number of hours worked by all employees in one year

200,000 = equivalent of 100 full-time workers working 40-hour weeks, 50 weeks per year

Management Commitment

- ☐ A managerial commitment to worker safety and health protection
- ☐ Top management's personal involvement
- ☐ Safety and health concerns integrated into management's overall planning cycle
- ☐ Safety and health protection managed in the same ways as productivity and quality are managed
- ☐ A written safety and health program appropriate to the size of your site and your industry that address all the elements in this checklist
- ☐ A results-oriented safety and health policy

- ☐ Clearly assigned safety and health responsibilities with documentation of accountability from top management to line supervisors
- ☐ Adequate authority to carry out assigned responsibilities
- ☐ Necessary resources to meet responsibilities
- ☐ Quality protection for all contract employees equal to that provided for your own employees
- ☐ Employee involvement in activities that have a major effect on your safety and health program
- ☐ Annual safety and health program evaluations with written narrative reports, recommendations for program changes, action plans, and verification procedures

Worksite Analysis

- ☐ A method such as comprehensive safety and industrial hygiene surveys to identify existing or potential hazards in your workplace
- ☐ A pre-use analysis procedure for new processes, materials, or equipment to determine potential hazards
- ☐ Routine industrial hygiene monitoring of toxic substances and noise
- ☐ Monthly self-inspections with written documentation and hazard correction tracking
- ☐ Routine hazard analysis procedures which result in improved work practices or training for employees
- ☐ A written hazard reporting system whereby employees pass on their observations or concerns to management without fear of reprisal
- ☐ Accident investigations with written documentation
- ☐ Method of documenting all identified hazards until they are controlled or eliminated
- ☐ Analysis of injuries, illnesses and hazards to identify trends and implement program adjustments

Virginia Voluntary Protection Program (VPP) Self Assessment

Hazard Prevention and Control

- ☐ Access to certified safety and health professionals
- ☐ Engineering and administrative controls adequate for the hazards at the workplace
- ☐ Written safety rules and practices that are understood and followed by all employees
- ☐ A consistent disciplinary system applied to all employees who disregard the rules
- ☐ Written rules for use and maintenance of personal protective equipment
- ☐ Written plans to cover emergency situations
- ☐ A hazard correction tracking procedure
- ☐ Onsite or offsite medical and emergency services
- ☐ First-aid and CPR trained personnel on staff during all shifts
- ☐ Use of occupational health professionals in hazard analysis as appropriate
- ☐ Documented ongoing monitoring and maintenance of workplace equipment

Safety and Health Training

- ☐ Managerial, supervisory, and employee training, with emphasis on safety and health responsibilities
- ☐ Training in the use and maintenance of personal protective equipment
- ☐ Emergency preparedness drills, including annual evacuations
- ☐ Documentation of all training received, including assessment procedures

Review

- ☐ Your written safety and health programs and all documentation relating to the programs must be available for VOSH review.

Concurrence

- ☐ Formal, signed statements from any collective bargaining agents indicating their support of your application to the Virginia Voluntary Protection Program. Where no collective bargaining agent is authorized, employees understand the VPP and support participation.